

## Test - Lecture 6

### Terms Matching Exercise

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|------------------------------|----------------------|
| A. human resource management | B. job analysis      |
| C. job description           | D. job specification |
| E. recruitment               | F. orientation       |
| G. performance appraisal     | H. communication     |
| I. active listening          | J. pacing            |

1. .... evaluation of an individual's work performance in order to arrive at objective personnel decisions.
2. .... an assessment that defines jobs and the behaviors necessary to perform them.
3. .... a statement of the minimum acceptable qualifications that an incumbent must possess to perform a given job successfully.
4. .... the process of establishing rapport by reflecting what others do, know or assume to be true.
5. .... activities necessary for staffing the organization and sustaining high employee performance.
6. .... the process of transferring and understanding of a meaning.
7. .... the introduction of a new employee into his/her job and the organization.
8. .... a statement of what a jobholder does, how it is done, and why it is done.
9. .... a technique helping to hear and understand a message.
10. .... the process of locating, identifying, and attracting capable applicants.

## Key to exercises – Lesson 6

### **Terms Matching Exercise**

1G; 2B; 3D;4J; 5A; 6H; 7F; 8C; 9I; 10E